

2025 Montana Swimming Short Course State Championships

Big Sky! Big Dreams! Big Success!

February 20-23, 2025, in Butte, MT

Held under the sanction of USA Swimming, Inc., issued by Montana Swimming, Inc. Sanction No. 2520.

Meet Referee & Meet Registrar

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Facility:

The meet will be held at the Butte Family YMCA, 2975 Washoe Street, Butte, MT 59701. **This is a NUT FREE facility.** The elevation of the facility is 5500'. The pool is an eight lane, 25-yard regulation short course pool with nine 6" non-turbulent lane lines and Kiefer starting platforms. There is a separate warm-up cool down pool that will be available throughout the meet for coach supervised warm-ups.

Timing will be by an automatic Colorado Timing System with pads at both ends of the pool or three manual watches. The pool is 8 feet deep at the start end and 4 feet deep at the turn end. The competition course has not been certified in accordance with 104.2.2C(4).

Directions:

Take the Montana Street exit into Butte then turn south onto Montana Street. Continue south (straight) on Montana Street past the Town Pump on the left and the cemeteries on the right. Veer left at the end of the cemeteries onto Hansen Road. Continue south along Hansen Road to the YMCA (copper and gray building on left). You can also drive to the pool from Harrison Avenue. Take the Harrison Avenue (south) exit. From Harrison Avenue, turn west onto Dewey Boulevard and continue past Rowe Road crossing the railroad tracks until reaching Washoe Street. Turn left onto Washoe Street and continue to the YMCA.

Meet Format:

The 2025 Short Course State Championship is an age group meet and will be conducted in accordance with the current policies and procedures of Montana Swimming. The meet will be conducted by age group and events as listed on the schedule of events. On Thursday there will be a timed final session for the 11–21-year-old 1000-yard freestyle. The remainder of the meet will be a **split-session meet with 8&U and 10&U races occurring in a mid-day session between the preliminaries in the morning and finals in the afternoon/evening for the 11–21-year-old swimmers on Friday, Saturday and Sunday.** Additionally, any time trials will be held after preliminaries for 11–21-year-old swimmers and prior to the 10&U session, or as otherwise determined appropriate by the Meet Referee. At the meet referee's discretion events may be combined by age, gender, distance and/or stroke with the requirement to leave an empty lane between combined events waived.

Over-the-top starts will be used during preliminary competition and/or timed final competition, where appropriate. In preliminaries, swimmers in the backstroke and relays should clear the pool immediately upon completion of the race. Swimmers in all other races should remain in the pool motionless next to the end wall and the lane ropes until the next race is started. Do not hang on the lane ropes.

All 8&U and 10&U events will be swum as a timed finals session scheduled between preliminaries and finals for 11–21-year-old swimmers each day as shown in the schedule of events. Awards for 8 & U and 10 & U events will be given each day during breaks between events in the timed finals sessions when deemed appropriate by meet management and the meet referee. They will have their own separate warm-up that will start immediately after the conclusion of the 11–21-year-old 500 Free on Friday, 400 IM on Saturday and 1650 Free on Sunday.

The 11-21 age groups will swim all events combined during preliminaries except distance races but will swim separately during finals and be scored and awarded separately as described in the "Age Groups" section. Exception: the 15-16 and 17-21 finals will be swum combined into two heats but scored separately by age group. Empty lanes in the finals of 15-21 events will be filled with non-scoring swimmers from the respective age group with more than eight swimmers qualified for the finals heat. These finals will only be seeded by time without respect to qualified or non-scoring swimmer's age group. The non-scoring swimmers will not receive points for their swims even if they finish before a qualified swimmer. The non-scoring swimmer's times shall be shown with an X in front of the seed time and in the final results for the event.

The 1000 freestyle, 500 freestyle, the 400 IM, and the 1650 freestyle will be timed finals swum during preliminaries. These events will be seeded and swum girls/boys, fastest to slowest alternating heats of girls then heats of boys. 11–12-year old's will be seeded together and 13–21-year old's will be seeded together. The 9-10 500 freestyle will be seeded and swum boys/girls, fastest to slowest during the 10 & under timed finals session.

Relays: 10 and under relays will be swum as timed final events in the 10 and under sessions. 11–21-year-old relays will be swum as timed finals as the last events in finals each day.

Each swimmer entered in the 1000 Free, 500 Free, 400 IM and 1650 Free must provide two timers. Swimmers entered in the 1000 Free, 500 Free, and 1650 free must also provide their own counter.

Safety:

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable. USA Swimming, Inc., cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming sanctioned events. It is not possible to prevent the presence of the disease. Therefore, if you choose to participate in a USA Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19. By attending or participating in this competition, you voluntarily assume all risks associated with exposure to COVID-19 and forever release and hold harmless USA Swimming and the Montana Swimming LSC, BYSC, and Butte Family YMCA and each of their officers, directors, agents, employees, officials, meet management, or other representatives from any liability or claims including for personal injuries, death, disease or property loss, or any other loss, including but not limited to claims of negligence and give up any claims you may have to see damages, whether known or unknown, foreseen or unforeseen, in connection therewith.

Montana Swimming, the Butte Family YMCA, and BYSC agree to comply and to enforce all health and safety mandates and guidelines of USA Swimming, Montana Swimming, the State of Montana, and Silver Bow County. The Montana Swimming safety guidelines are in effect for this meet and will be enforced. Each coach is responsible for informing swimmers of the provisions of the safety code before attending the meet.

For circle swimming during warm-ups and cool downs, swimmers must enter the pool using a three-point entry. Coaches are advised to closely supervise their swimmers at all times. NO running or horseplay will be tolerated. A safety marshal will be on deck. No diving is allowed from the turn end of the pool.

The warm-up pool will be open and available for coach supervised warm-ups throughout the meet. No diving and no horseplay in the warm-up pool. Enter using a three-point entry. The hot tub and play pool will be closed.

Racing Starts:

Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water without the use of the backstroke ledge. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

Rules:

This meet is sanctioned by Montana Swimming and USA Swimming. The current USA Swimming rules and current Montana Swimming rules will govern the conduct of the meet, except where rules therein are optional, and exceptions are stated.

All athletes entered in the competition must comply with current USA Swimming rules regarding swimwear. 12 and under athletes may NOT compete wearing a tech suit.

Therapeutic elastic tape is not allowed. As a consequence of injury, it is permissible to tape not more than two fingers or two toes. Any other kind of tape on the body is not permitted unless approved by the meet referee. Swimmers may not wear any type of pacing device. Swimmers are encouraged not to wear watches.

Safe Sport and MAAPP: The USA Swimming Code of Conduct, 2025 MAAPP athlete protection provisions and Safe Sport provisions will be enforced at this meet. www.usaswimming.org/maapp All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition. Adult participants as defined are prohibited for having one-on-one interactions with minor athletes which are not within an observable and interruptible distance from another adult. Adult participants must abide by this policy in full during this meet,

Meet registration will be verified through SWIMS, OME, and by the meet registrar prior to the meet to ensure that individuals who are ineligible for participation are unable to participate in this competition. This includes, without limitation, individuals listed on the U.S. Center for SafeSport's Centralized Disciplinary Database, USA Swimming's list of Individuals suspended or ineligible for membership, and as of February 11, 2025, all adult members (defined by SafeSport Code for Olympic and Paralympic Movement as 18 years and over) of USA Swimming who have not completed athlete protection education as required by the U.S. Center for SafeSport.

All athletes 18 and over must complete Athlete Protection Training prior to the entry deadline of the meet (Feb. 11, 2025). The training can be accessed at www.usaswimming.org/apt. Any athlete 18 or older who has not completed the Athlete Protection Training prior to the first day of competition will be prohibited from participating in the competition until such time as all membership requirements are completed.

All persons acting in any coaching capacity on deck must be currently registered coach members of USA Swimming. Coaches and officials must present their USA Swimming credentials to the meet referee or designee to officiate or coach on deck at this meet. Swimmer registration will be confirmed with Montana Swimming Registration Chairperson prior to the start of the meet.

Use of audio or visual recording devices, including cell phones and/ or drones, is not permitted in changing areas, restrooms, locker rooms, or behind the blocks including on the balcony behind the blocks.

Operation of a drone, or any other flying apparatus is prohibited over the venue (pools, athlete/ coach area, spectator areas, and open ceiling locker rooms) any time athletes, coaches, officials, and / or spectators are present.

No glass containers, tobacco, or alcoholic beverages are allowed in the swimming venue.

This meet may be covered by the media, including photographs, video, webcasting, and other forms or obtaining images of athletes participating in the meet. Entry into the meet is acknowledgement and consent to this fact.

Deck changing is prohibited. Athletes may not change in or out of swimsuits other than in locker rooms or other designated areas. Deck changing is defined by USA Swimming as changing in whole or in part, into or out of a swimsuit (excluding a drag suit) in an area other than a permanent or temporary locker room, bathroom, changing room or other space designated for changing purposes while at a practice, competitions, or other pool-related activity.

Swimmers may change into and out of swimsuits in the appropriate men's or women's locker rooms. Swimmers may NOT change in the restroom located on the deck by the hot tub. Swimmers with disabilities may change in the family locker rooms.

Spectators, coaches, officials, and adults 18 and older may use the restroom located on the deck by the hot tub and the family changing rooms/restrooms. Do not use the restrooms in the men's and women's locker rooms as these are for athletes' use only.

All swimmers entered in the meet must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm down. Any swimmer without a coach in attendance must designate a supervising coach when entering the meet. The meet director or meet referee may assist a swimmer in making supervision arrangements, but it is the swimmer's responsibility to arrange for coach supervision prior to the meet and to notify the meet referee.

No area of the building should be considered secure. USA Swimming, Montana Swimming, BYSC, the Butte Family YMCA, officials, and facility owners shall be free from liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event and are not responsible for loss or damage of any items.

Medical supervision: A first aid station is available for athletes participating in the meet. An AED is available in the lobby. Lifeguards are on duty during the meet. Emergency medical services can be activated by a phone call.

Eligibility:

All swimmers must be currently registered athlete members of USA Swimming Inc. and Montana Swimming with a year-round premium, outreach, or current individual season USA Swimming membership to enter. Swimmers with flex memberships must upgrade their membership to a year-round premium membership to enter this meet. Teams entering swimmers who are not currently registered USA Swimming athlete members will be fined \$25 per swimmer by the Montana Swimming Registration Chair.

The 2024-2028 Montana Swimming qualifying time standards will be used for this meet. The 2024-2028 parallel time standards will be used for swimmers with disabilities. See the 2025 MT Swimming Short Course State Championship page on the meet page on the Montana Swimming website for all qualifying time standards.

The entry qualifying period is January 1, 2024, through the entry deadline.

Age as of the first day of the meet (February 20, 2025) shall determine the age group in which the swimmer must compete.

No time (NT) entries will not be accepted for any event including relays.

Altitude adjusted times will be accepted. OME will automatically complete this process for you.

8 and under (8&U) athletes must enter one (1) individual event with a state qualifying time and then may enter up to a maximum of five (5) bonus events for a total of six (6) individual events for the meet. Bonus events must be entered with a provable time in any course achieved during the qualifying time period and designated as bonus when entering. No Time (NT) entries will **not** be accepted. Swimmers may enter no more than three (3) individual events and one (1) relay per day.

Swimmers 10 and under (10&U) through age 21 must enter at least one qualifying individual event with a BB time or faster achieved in any course between January 1, 2024, and the entry deadline. They may then enter any other event with a B time or faster (see distance event exception) up to a maximum of seven (7) individual events except relay only swimmers. Swimmers may enter no more than three (3) individual events and one (1) relay per day. Designate bonus events (B time) when entering in OME.

Distance event exception: Swimmers 10 and under through age 21 must enter the 500 Free, 1000 Free, and 1650 Free with a BB time or faster in any course achieved between January 1, 2024, and the entry deadline. No swimmer may enter these events with a B bonus time.

Swimmers qualified in either the 1000 free or 1650 free automatically qualify for the opposite event. If a swimmer does not have an established qualifying time for the opposite event, the swimmer shall be entered with the established "BB" time in the same course as the qualifying time in the opposite event. Any swimmer who enters the 1000/1650 freestyle may enter at their fastest time or at the BB time standards. This opposite event will not be designated a bonus swim for seeding purposes.

A qualifying time in 100 yard/meter distance of the backstroke, breaststroke, or butterfly automatically qualifies for the 50 yard/meter event of the same stroke in the same course. The entry time will be the Montana Swimming Qualifying time for that course. Designate the swim as a bonus swim in the Online Meet (OME) entry file indicating that the 50 event is the bonus swim for the 100 qualifying swim if the swimmer does not have a qualifying time in the 50 yard/meter event.

Only times achieved in USA Swimming or World Aquatic sanctioned or approved meets or sanctioned time trial or swims requested to be observed under authorization of USA Swimming rules at other meets (such as MHSAA High School State) can be used to qualify for this state meet. Times earned at other non-sanctioned, non-approved, non-observed meets or time trials cannot be used to enter this meet. Times from Block Party meets may not be used to enter this meet. All individual entry times must be proven through the USA Swimming SWIMS database and 25 yard/meter times must be proven through the Montana Swimming times database.

Any time that is flagged in OME, SWIMS, or the Montana Swimming times database as not meeting the qualifying time standards will require further proof of time for entry. Swimmers with times that are not proven will be scratched from the event.

Swimmers with Disabilities:

All Montana Swimming currently registered athletes with disabilities, as described in the USA Swimming Rules and Regulations Article 105, ages 10 and under (10&U) through age 21 must enter at least one event with a BB time or faster achieved in any course between January 1, 2024, and the entry deadline using the 2024-2028 Parallel Time Standards for swimmers with disabilities in the P1, P2, P3 classes. Swimmers may then enter any other event with a B time or faster (see distance exception) up to a maximum of seven (7) individual events except relay only swimmers. Swimmers may enter no more than three (3) individual events and one (1) relay. Disability is defined as a permanent physical or cognitive disability that substantially limits one or more major life activities. The 2024-2028 parallel time standards are posted on the MT Swimming website. Contact the meet registrar for instructions on how to enter the meet.

An exception may be granted by the meet referee to include a disability athlete who may not qualify using these Parallel Time Standards but has shown significant improvement over the course of the season and has the approval of the swimmer's coach and the MT Swimming DDEI Chair.

Swimmers with a disability or their coaches are required to provide advance notice in writing to the meet referee and meet director to arrange for any needed accommodations or modifications including personal assistants required and/or registered service animals by the meet entry date. It is at the discretion of the meet referee to determine whether the needed accommodations can be met by the meet resources. Failure to provide advance notice may limit the ability to accommodate all requests. An external strobe is available for hearing impaired athletes.

Age Groups:

Age groups for this meet are: 8 &U, 10 & U, 11-12, 13-14, 15-16, and 17-21. Swimmers 8&U must choose either the 8 & U or 10 & U age group for the entire meet (Relay exception: 8&U may compete on the 10&U relays regardless of which age group they choose to swim in individual events). All combined events will be scored and awarded separately by age group. Age on February 20, 2025, shall determine the swimmer's age group for the meet.

Relays:

10 & Under relays will be swum during the 10 and under session as timed final events. 8 & Under swimmers may swim the 10 and Under relay events regardless of which age group they choose to swim in individual events at the meet.

Relays for swimmers ages 11-21 will be swum at the end of finals each day. The 15–21-year-old swimmers will swim as a single age group for the relays.

Swimmers/ teams who fail to report for a relay event will be scratched without penalty.

Relay times may be established by adding the individual times of the four swimmers involved. **Relays must be entered with a time and swimmer's names.** The full name of those entered in a relay plus alternates must be entered in OME and on relay cards submitted at the meet. Relay times do have to be proven through SWIMS.

Relay-only swimmers do not have to be qualified and entered in an individual event but must pay the meet surcharge fee. Enter relay only swimmers in OME. Contact the registrar if entering a relay with a relay only outreach athlete.

Relay cards for the 10 and under relays must be completed and placed in the relay card box at the timing table by no later than the end of the 10 and under warmup session each day of the meet for that day's relay events.

Relay cards for the 11-21 relays must be completed and placed in the relay card box at the timing table by no later than the start of the finals events for the 11-21 year old's each day of the meet for that day's relay events.

Relay swimmers must swim the race in the order the swimmers are listed on the relay card given to the lane timer.

Relay scores will be added to the overall team scores. Only one (1) relay from each team per age group and gender per event will be eligible to score points and be eligible for awards. Teams may enter an unlimited number of relays per event if so desired.

Entry Format:

Entries are to be submitted using USA Swimming OME (online meet entry). Log into your USA Swimming hub account at hub.usaswimming.org/landing beginning January 20. Click on 'Competition'. Click on "My Athlete Meet Entries" from the drop down. Follow the directions. A help document is posted on the MT Swim SC State meet page and can be found on the help tab in your hub account then using the drop down, click on the competition help document.

- This method is to be used by all teams and unattached swimmers. Entries may be submitted in short course yards, long course meters, or short course meters. **DO NOT CONVERT TIMES.**
- Outreach athlete exception: Outreach athletes will enter using the attached outreach entry form – not OME. The Hardin Otters Swim Team (HOT) only will enter outreach athletes using the event file. Contact Susan Huckleby for directions. Submit entries to Susan Huckleby by the entry deadline. Proof of time must be provided for all individual entries. Bonus entries must be designated.
- Swimmers with disabilities should contact Susan Huckleby for entry assistance if using P1, P2, and P3 parallel time standards to enter.
- **Phone and email entries will not be accepted (except as noted).**
- **Converted times will not be accepted.**
- You are required to pay entry fees in OME using a credit card – MasterCard, Visa, American Express, or Discover. Once entries are submitted through OME, no refund will be allowed.
- Before checking out in OME (i.e., completing your online entry), double check the meet entry data to be sure you have entered the correct number of swimmers and splashes.
- Once you complete your online entry in OME, you will be sent a confirmation email. Bring all written communications with you to the meet in case of problems with entries.
- OME will not automatically update your entry times as new results are entered into SWIMS. Should you wish your entry to reflect any updated times, you must return to your entry after you have checked out to do so. You have until the entry deadline (**February 11, 2025, 11:59 PM**) to update times in OME. You can also add events to your entry, **but you cannot delete events after you have checked out.**
- For questions about OME entries contact Katie Trace at ktrace@usaswimming.org. For other entry questions contact Susan Huckleby.
- For teams entering athletes with late entries and late new qualifying entries, contact Susan Huckleby. These entries will not be made through OME.

Absolutely No text messages or telephone calls will be accepted for entry changes, proof of time, entry reports, warm-up times, meet start times, or other meet- entry requests. Email documentation is required for communication of these official entry requests.

Entry Limits:

- Each swimmer aged 10&U through age 21 may compete in a maximum of **seven (7)** individual events for the entire meet, including time trials, with a maximum of three (3) individual events per day and one (1) relay per day.
- 8&U swimmers may compete in a maximum of **six (6)** individual events for the entire meet, including time trials, with a maximum of three (3) individual events per day and one (1) relay per day.
- All swimmers must be pre-registered for the meet by the entry deadline through OME (see outreach athlete exception). No deck entries are allowed except for time trials.

There will be no minimum waiting period between events. Please consider this when entering swimmers in consecutive events.

Entry Verification:

Verification of entry will be provided by a confirmation email from USA Swimming's OME system.

Entry Deadline:

In accordance with Montana Swimming regulations, team entries must be received via OME (or outreach entry form/file) no later than **11:59pm Mountain Time, Tuesday, February 11, 2025.**

Entry Fees:

The 2025 Montana Swimming championship meet fees: • \$45 surcharge • \$7 per individual event • \$12 per relay • \$10 flat fee for outreach athletes.

Late fees: • Meet surcharge: \$50 per individual • Individual event entry fee: \$14 per event • Relays: \$24 per relay • \$10 flat fee for outreach athletes.

NOTE – Entry fees for this meet will be paid through OME. Use a credit card to pay fees when checking out of OME. Outreach athlete entry fees and late fees must be paid by check payable to Montana Swimming to the start of the meet. There are no refunds. Payment must be made in US dollars.

Payment Note: All team meet entry fees for this meet as well as any outstanding fees owed by teams to Montana Swimming (including fees from meets held 20 days or earlier prior to this meet) must be paid in full before any athlete from the team may participate in warm-ups and competition. Contact MT Swimming Finance Vice Chair Beth Storey if you have questions at storeybeth@gmail.com or by phone at (406) 925-9115.

Late Entry Deadline:

The late entry deadline is 10:00 pm Mountain time on Sunday, February 16, 2025. Late entries submitted after the meet entry deadline on February 11, 2025, must be received by no later than 10:00 pm on Sunday, February 16, 2025. Late entries will be submitted via email.

Late entries may not be used to improve the seed time for a previously submitted entry. No addition of swimmers, added events, relays, or changes will be allowed after the late entry deadline. **NO EXCEPTIONS.**

All new qualifying meet entries achieved between 12:01 am February 12, 2025, and the late entry deadline must be received by no later than 10:00 pm, Sunday, February 16, 2025, by email. The late entry fee does not apply to first time qualifying swims achieved between the entry deadline and the late entry deadline.

Contact the meet registrar at shuckeby@msn.com for how to submit new qualifying entries and late entries.

Entry Fee Payment:

Entry fees will be paid through OME by credit card in US dollars. For any team or individual entering outreach athletes or late entries, these entry fees must be paid by check at the meet prior to the start of warm-ups. Make checks payable to "Montana Swimming". No entries will be accepted without payment of fees. There will be no refunds. Please include a printed copy of your entries with your payment. Also, complete and return the entry fee summary and waiver/ release form (enclosed at the end of the meet announcement) with your entries.

Seeding:

Seeding will be performed in accordance with USA Swimming rules based on entry data submitted. All conforming short course times shall be arranged in time order. Non - conforming times will then be arranged in time order in LCM followed by SCM (Y-L-S). After arranging the times as listed, the event will be seeded in normal fashion.

The 400 IM, 500 free, 1000 free, and 1650 free will be seeded and swum boys/girls, fastest to slowest with the 11–12-year-olds in one event and the 13-21 year old's seeded in another event. 9–10-year-old swimmers will swim the 500 free during their timed final session. At the meet referee's discretion events may be combined by age, gender, distance and/or stroke. The requirement to leave an empty lane between combined events will be waived.

Positive Check In:

This meet will be pre-seeded. Positive check-in will not be required but is encouraged. Please check-in at the timing table prior to the start of the day's first event. The Meet Referee reserves the right to reseed the following events based on scratches, timelines and other considerations:

1000 free (Thursday); 11-21 500 Free (Friday); 400 IM (Saturday); 9-10 500 Free (Saturday); and 1650 Free (Sunday).

Scratches:

USA Swimming Championship scratch procedures will be in effect for this meet. Exceptions for failure to compete are listed below. The meet referee will make the final decision. Swimmers and coaches are responsible for being familiar with this meet's scratch rules and check-in procedures.

Preliminary scratch deadline: The scratch deadline will be 15 minutes prior to the start of the first preliminary race each day. Scratches shall be reported on the scratch sheet (preferred method) at the timing table or may be given to the Meet Referee by the deadline.

Preliminary scratch procedures and penalties: Any swimmer who fails to compete in a preliminary heat in which they are entered and have not been correctly scratched (see exceptions for failure to compete) will be barred from all further individual and relay events that day - including any final swims not previously qualified for prior to the no show event. Additionally, the swimmer must report to the Meet Referee their intention to compete in any individual events on succeeding days.

A swimmer may also scratch from a preliminary event with a declared false start by reporting to the admin table personnel prior to the start of the meet each morning or to the chief judge in the start area or deck referee prior to the start of the race and declaring their intent to not compete. A declared false start will be charged as a disqualification (DFS). Note – a declared false start may not be used to scratch from a finals event.

Timed Finals Events: There is no penalty for failing to scratch from any timed finals event including relays.

Finals scratch deadline: All swimmers wishing to scratch from a final for which a preliminary event has been swum must declare their intention to scratch within thirty (30) minutes of the preliminary event results being announced. Swimmers should report to the administrative official at the timing table to scratch or declare an intent to scratch. Swimmers declaring an intent to scratch must scratch by no later than thirty (30) minutes after his/her last individual preliminary event that session. Swimmers who declare an intent to scratch but fail to return to scratch from the finals event will be seeded into the finals event.

Alternates should be on deck for each final event in case of an undeclared scratch. Alternates will not be penalized for failure to show for the event.

Non-qualifiers who scratch into finals will not be penalized for failure to show for the event. This includes swimmers ages 15-21 who are added to the 15–21-year-old age group A and B finals as non-scoring exhibition athletes.

Finals scratch penalties: Any swimmer qualifying for any individual finals race that does not properly scratch and fails to compete in that event will be barred from all further individual and relay competition(s) for the remainder of the meet except as noted under the exceptions for failure to compete. In addition, fifty (50) points will be subtracted from the team score if a swimmer fails to report the scratch from finals in the correct manner, except as listed below for Exceptions from Failure to Compete.

Exceptions for failure to compete: No penalty shall apply for failure to scratch or compete in an individual event in preliminaries or finals if the Meet Referee is notified in the event of a quick - onset illness, injury, or circumstance beyond the swimmer's control. The Meet Referee will make the final decision.

Scoring:

Individual scoring: 9-7-6-5-4-3-2-1. Relay scoring: 18-14-12-10-8-6-4-2. Only the highest scoring relay per team from each age group and gender in each event will be eligible for points.

Scoring will be based on an 8-lane pool.

Awards:

Individual medals will be awarded for 1st through 8th place and ribbons for 9th through 16th place. For events swum in preliminaries and finals, 9th through 16th place will be awarded based on preliminary times while 1st through 8th will be awarded based on finals times.

Relays will be awarded 1st through 3rd place.

Medal ceremonies for individual events for **10 & under swimmers** will take place at appropriate times during each 10 & under session. If swimmers are not able to accept their awards at those ceremonies, or if the ceremonies are delayed, they will receive their awards from their coach at the conclusion of the meet.

Swimmers aged 11 through 21 years old may pick up their medals from their coach at the conclusion of the meet.

High point team will be awarded to the team accumulating the highest number of points (individual and relay points combined). This team will be awarded the traveling short course state championship trophy.

Men's and women's high point team will be awarded to the men's and women's teams with the greatest number of combined men's and women's individual and relay points. These teams will receive the traveling short course men's and women's championship trophies.

Traveling Spirit Award will be given to the team demonstrating the best overall team participation, team spirit and conduct during the meet. The meet manager, coaches, and officials will vote for the award.

Final Results:

Meet result will be posted to the Montana Swimming website at www.mtswimming.com

Warm-ups:

In accordance with USA Swimming guidelines, there will be a published warm-up procedure for all swimmers and coaches attending the meet. The safety marshals will ensure that all teams, coaches, and swimmers follow all warm-up procedures.

Teams will be asked to provide two people (preferably one male and one female) to serve as safety marshals for one or more sessions at the meet. A signup sheet will be provided.

Warm-ups on Thursday will be open and will start no earlier than 4:00 pm.

Warm-ups during preliminary competition and 10 and under warm-ups will be assigned. Warm-ups during finals will be open.

Finals on Sunday will start no earlier than 3:30 pm.

Meet Management reserves the right to change the general warm up time and general meet start times according to the number of entries. **Check the MT Swimming website (www.mtswimming.com) after Tuesday February 18, 2025, for actual warm-up and start times.** The meet referee reserves the right to provide a warmup/cool down lane or insert warm-up breaks at appropriate times during the meet for the benefit of the swimmers.

Officials:

Officials desiring an assigned position at this meet must complete the request form attached to this contract and return it to the Meet Referee no later than **Wednesday, January 15, 2025**. All officials must be currently registered and certified by USA Swimming.

This meet has applied to be an **Officials Qualifying Meet (OQM)**. Evaluators are Keith Lambert and Susan Huckleby. Officials desiring to be evaluated must complete an evaluation application and return it to Susan Huckleby by no later than **Monday, January 20, 2025**.

- **A mandatory officials' briefing will be held during the morning warm-up session prior to the start of preliminaries each day and prior to the start of the 10 and under session each day.**
- **The time of the mandatory officials' briefing prior to finals will be announced each day. Officials should attend all meetings.**
- Officials are required to show current USA Swimming non-athlete official certification using either mobile app or providing a printed copy.
- No training will be available at this championship meet. Apprentice officials may attend all the pre-meet meetings but may not officiate during the meet.
- The uniform for this meet will be:
 - Prelims: White polo shirt and navy blue pants, shorts, or skirt and white deck friendly shoes and white socks.
 - Finals: White polo shirt and navy blue pants or navy blue knee length or longer skirt and white deck friendly shoes and white socks.
- Officials requesting assigned positions (deck referee, starter, or chief judge) must work all prelim and final sessions. Preference will be given to those who will also work the timed finals distance and 10 and under sessions.

Timers:

Each club will be responsible for providing timers in proportion to their team's athlete numbers at all sessions. A timer assignment sheet will be posted online and at the timing table area specifying lane assignments.

Coaches:

All coaches on deck must be currently registered and certified with USA Swimming. Coaches must show their USA Swimming card on their mobile app or a printed copy to the meet referee or designee prior to the meet start.

The first coaches' meeting will be held on Thursday. A second coaches meeting will be held on Friday before prelim warm-ups and again, if needed, prior to the 10 & under warm-ups. Other meetings may be held at the meet referee's discretion. Meet management requests that at least one coach representative from each team attend all coaches' meetings.

Clerk of Course:

There will be no clerk of course. Heat and lane assignments will appear in the program. Swimmers are responsible for taking their position behind the blocks during preliminaries and during 10 & under timed finals.

During 11 and over finals, swimmers will be lined up according to their lane assignment one heat before their race and will then walk out together at the beginning of their race. Report to the corner area behind lane 1 on the start end of the pool.

Protests: All protests are required to be given to the deck referee for that event in a timely manner. Appeals may be made to the meet referee.

Hospitality: A hospitality room will be available for all coaches, officials, and administrative meet personnel.

Concessions: The concession area will provide nutritious snacks, drinks, and meal options. Absolutely no glass containers are allowed in the locker rooms or deck areas.

Meet Apparel: 2025 Montana Swimming Short Course Championships clothing will be available from Fine Designs.

Coach Seating: Coach seating will be provided along the lane one side of the pool and on the balcony. Swimmers may talk with their coaches briefly at the coach tables on the pool deck and then must leave the area.

Spectators:

Spectators may be seated in the spectator areas on the bleachers on the pool deck and on the balcony above the start end of the pool. Spectators may bring chairs to sit on the balcony or other areas in the facility. No seating will be available along the windows in the upstairs workout room. No spectators will be allowed along the west wall in the coach seating area. In the coach seating area only meet management, officials, and coaches may be in this area except athletes who are talking briefly with their coaches and then leave the area. The upstairs weight room is off limits during the meet to swim meet participants and spectators.

Spectators are expected to refrain from any behavior and or gestures that are rude and unsportsmanlike directed towards MT Swimming board members, coaches, officials, athletes, and volunteers. Failure to comply may result in removal from the meet and facility for the duration of the meet. The meet director, meet referee and the safe sport chair will work together on any issues brought to their attention.

Zones Team Meeting: There will be two zones team meetings on Sunday. You can choose to attend at a time that works best for you. The meetings will take place during prelims warm-ups for 11 and over swimmers and prelims warmups for 10 and under swimmers. The 2025 SCY Senior Zone meet is April 2-5 in St. George, Utah. 2025 Senior Zones is July 29-Aug 2, in Clovis, CA. 2025 Age Group Zones is August 6-9 in Elk Grove, CA. Laura Parvey-Connors is the Montana Swimming Zones Coordinator.

Athlete Meeting: There will be an athlete meeting on Saturday after the 10 & U 500 free and prior to the start of finals warm-ups. The time and location will be announced Friday during finals and Saturday morning during preliminaries. Each team should send an athlete representative to the meeting. All athletes are welcome to attend. The Montana Swimming junior athlete representatives will be elected, and election information will be distributed to coaches prior to the meet.

Senior Recognition: Graduating high school swimmers will be recognized at the beginning of prelims on Saturday. Please email a very brief statement for each swimmer, no longer than 1/8 page in length stating the swimmer's name, high school, MT Swimming team, brief college or career plans and any future swimming plans to Montana Senior Athlete Representative to Ella Stack at ella.stack@mcsmt.org by Thursday, February 20, 2025.

Meet Programs:

Meet programs will be available for sale through Meet Mobile and a limited number of paper copies for sale at the meet.

Time Trials:

Time trials will be offered on a time and demand available basis at the Meet Referee's discretion at the conclusion of the preliminary competition on Saturday and Sunday of the meet. See the separate meet announcement for time trials. Only swimmers who are entered in at least one individual event may enter. Relay only swimmers may not enter time trials. Swimmers may compete in a maximum of seven (7) individual events including time trials with no more than three (3) individual events per day. Qualified swimmers may enter seven individual events but must properly scratch from one event to compete in one time trial event. No 25-yard events will be offered. All time trials will be deck entered. If proof of time is required, the swimmer's team will provide any necessary proof. The swimmer may also provide proof of time if available. The coach, swimmer, or parent/ guardian may enter the swimmer into the time trials. The time trial entry fee is \$3.00 per event payable to Montana Swimming. Further information regarding the time trials will be announced during the meet.

Parking is available next to the facility and across the street.

Banners and flags may be hung in the pool area. Use only blue painters masking tape on walls. No helium balloons are allowed in the facility. Artificial noisemakers will be allowed only at the meet referee's discretion and may be removed by the meet referee or safety marshal. No laser pointers are allowed.

Hotel Information

Hampton Inn, 3499 Harrison Avenue or call 406-494-2250
Super 8 by Wyndam, 2929 Harrison Avenue or call 406-494-6000
Best Western Butte Plaza Inn, 2900 Harrison Avenue or call 406-494-3500
Days Inn, 2700 Harrison Avenue, 406-494-7000
Comfort Inn, 2777 Harrison Avenue or call 406-494-8850
Holiday Inn Express, 2609 Harrison Avenue, 406-782-2000
La Quinta by Wyndam, 1 Holiday Park Drive 406-494-6999
Fairfield Inn & Suites, 2340 Cornell Avenue 406-494-3000
Copper King Convention Center, 4655 Harrison Avenue 406-299-3529
Hotel Finlen and Motor Inn, 100 East Broadway Street (uptown Butte), 406-723-5461
Miner's Boutique Hotel, 53 West Park Street (uptown Butte), 406-723-8928
Rodeway Inn & Suites Capri, 220 North Wyoming Street (uptown Butte), 406-723-4391

2025 Montana Short Course State Championship - Order of Events

				Session: 1 Thursday 11 and Over Distance Timed Finals							
				Day of Meet: 1							
				Girls	Event	Boys					
				1	11-12 1000 Freestyle	2					
				3	13-21 1000 Freestyle	4					
Events 1,2,3,4,15,16,17,18,49,50,51,52,87,88,89,90 will be swum fastest to slowest, alternating girl heats and boy heats with 11-12 competing separate from 13-21. An example - swim E1H1 then E2H1 then E1H2 then E2H2											
Session: 2 Friday 11 and Over Preliminaries				Session: 5 Saturday 11 and Over Preliminaries				Session: 8 Sunday 11 and Over Preliminaries			
Day of Meet: 2				Day of Meet: 3				Day of Meet: 4			
	Girls	Event	Boys		Girls	Event	Boys		Girls	Event	Boys
	5	11-21 200 Butterfly	6		41	11-21 200 Backstroke	42		77	11-21 200 Breaststroke	78
	7	11-21 50 Backstroke	8		43	11-21 200 Freestyle	44		79	11-21 50 Butterfly	80
	9	11-21 100 Breaststroke	10		45	11-21 50 Breaststroke	46		81	11-21 100 Freestyle	82
	11	11-21 200 IM	12		47	11-21 100 Butterfly	48		83	11-21 100 Backstroke	84
	13	11-21 50 Freestyle	14		49	11-12 400 IM	50		85	11-12 100 IM	86
	15	11-12 500 Freestyle	16		51	13-21 400 IM	52		87	11-12 1650 Freestyle	88
	17	13-21 500 Freestyle	18						89	13-21 1650 Freestyle	90
Session: 3 Friday 10 and Under Timed Finals				Session: 6 Saturday 10 and Under Timed Finals				Session: 9 Sunday 10 and Under Timed Finals			
Day of Meet: 2 Starts at PM				Day of Meet: 3 Starts at PM				Day of Meet: 4 Starts at PM			
	Girls	Event	Boys		Girls	Event	Boys		Girls	Event	Boys
	19	8 & Under 25 Backstroke	20		53	8 & Under 100 IM	54		91	8 & Under 25 Butterfly	92
	21	10 & Under 50 Backstroke	22		55	10 & Under 100 IM	56		93	10 & Under 50 Butterfly	94
	23	8 & Under 50 Freestyle	24		57	10 & Under 50 Freestyle	58		95	8 & Under 25 Freestyle	96
	25	10 & Under 200 Freestyle	26		59	8 & Under 25 Breaststroke	60		97	10 & Under 100 Freestyle	98
	27	8 & Under 50 Breaststroke	28		61	10 & Under 50 Breaststroke	62		99	8 & Under 50 Backstroke	100
	29	10 & Under 100 Breaststroke	30		63	8 & Under 50 Butterfly	64		101	10 & Under 100 Backstroke	102
	31	10 & Under 200 IM	32		65	10 & Under 100 Butterfly	66		103	10&U 200 Freestyle Relay	104
	33	10&U 400 Freestyle Relay	34		67	10&U 200 Medley Relay	68				
					69	9-10 500 Freestyle	70				
Finals will be swum in the same order as prelims plus the following relays swum at the end of finals. All relays are timed finals.											
Session: 4 Friday 11 and Over Finals				Session: 7 Saturday 11and Over Finals				Session: 10 Sunday 11 and Over Finals			
Day of Meet: 2				Day of Meet: 3				Day of Meet: 4 Starts no earlier than 3:30 PM			
	Girls	Event	Boys		Girls	Event	Boys		Girls	Event	Boys
	35	11-12 400 Freestyle Relay	36		71	11-12 200 Medley Relay	72		105	11-12 200 Freestyle Relay	106
	37	13-14 400 Freestyle Relay	38		73	13-14 200 Medley Relay	74		107	13-14 200 Freestyle Relay	108
	39	15-21 400 Freestyle Relav	40		75	15-21 200 Medley Relay	76		109	15-21 200 Freestyle Relay	110

See the 2025 MT Swim Short Course State Championship meet page located under the meet tab on the Montana Swimming website for all qualifying time standards including the parallel time standards for swimmers with disabilities.

Montana Swimming Age Group 2024-2028 State Short & Long Course Championship Meets 8 & Under BB Qualifying Times

GIRLS

Event	SC Yards	SC Meters	LC Meters
25 Freestyle	21.88*	24.19*	
50 Freestyle	47.74*	52.78*	54.34*
25 Backstroke	26.72*	29.52*	
50 Backstroke	58.30*	1:04.42*	1:06.94*
25 Breaststroke	30.02*	33.15*	
50 Breaststroke	1:05.50*	1:12.34*	1:14.62*
25 Butterfly	26.61*	29.41*	
50 Butterfly	58.06*	1:04.18*	1:05.38*
100 IM	2:05.14*	2:18.22*	
**100 free (Long Course ONLY) 1:48.94*		2:00.34*	2:04.90*
**100 Back (Long Course ONLY) 2:06.94*		2:20.26*	2:25.90*

BOYS

Event	SC Yards	SC Meters	LC Meters
25 Freestyle	21.00*	23.20*	
50 Freestyle	45.82*	50.62*	52.66*
25 Backstroke	26.55*	29.36*	
50 Backstroke	57.94*	1:04.06*	1:06.46*
25 Breaststroke	29.36*	32.44*	
50 Breaststroke	1:04.06*	1:10.78*	1:13.06*
25 Butterfly	25.56*	28.26*	
50 Butterfly	55.78*	1:01.66*	1:02.74*
100 IM	1:59.62*	2:12.10*	
**100 free (Long Course ONLY) 1:45.58*		1:56.62*	2:01.18*
**100 Back (Long Course ONLY) 2:00.82*		2:13.42*	2:20.02*

13 – 21-year-old BB Qualifying Times for the 2024-2028 MT Swimming Age Group State Championship Meets 50 Back, 50 Breast, 50 Butterfly

Girls			Boys			
LCM	SCM	YARD	EVENT	YARD	SCM	LCM
38.39*	36.69*	33.19*	50 Back	32.69*	36.09*	37.69*
42.69*	41.69*	37.69*	50 Breast	36.69*	40.49*	41.99*
35.79*	34.89*	31.59*	50 Fly	31.19	34.49	35.29*

The above times are the "BB" qualifying time standards for each event for swimmers in the 13-14, 15-16, and 17-21 age groups for the Montana Swimming State Short Course and Long Course Championship meets. All qualifying times must be swum in the correct time period for the meet entered. Times were adjusted in October 2024 and are the current 11-12-year-old "A" TUSF time standards.

** The 8 and under 100 free and 100 back are ONLY swum during the Long Course State Championship Meet, not during the Short Course State Championships. *Times changed from 2021-2024 time standards.

2025 Montana Short Course State Championships

Entry Fee Summary and Waiver Release Form

Please complete and email a copy of this form to meet referee Susan Huckleby at shuckleby@msn.com and to MT Swimming Finance Vice Chair Beth Storey at storeybeth@gmail.com
Beth's mailing address is Montana Swimming, Attn: Beth Storey, 3267 Cabernet Dr, Unit D Helena, MT 59601.

Team Name	
Club Code	
Coach	
Coach email	
Coach cell phone	
Team Address	

Item	Total number	X cost per	Total
Number of swimmers		\$45.00 per swimmer	\$
Number of Individual Events		\$7.00 per individual event	\$
Number of Relays		\$12.00 per relay	\$
Flat fee for Outreach Swimmers		\$10 per swimmer	\$
Total fees due			\$

Waiver/Acknowledgement and Liability Release

I, the undersigned coach or team representative, verify that all of the swimmers and coaches listed on the enclosed entry are registered with USA Swimming. Swimmer and Coach registration will be verified. I acknowledge that I am familiar with the Safety Rules of USA swimming, Inc, and Montana Swimming, Inc, regarding warm up procedures and meet safety guidelines and that I shall be responsible for the compliance of my swimmers with those rules during this meet. The Butte YMCA, Montana Swimming, Inc and USA Swimming, Inc, their agents, employees, and coaches shall be held free and harmless from any and all liabilities or claims for damages arising by reason of illness or injury to anyone during the conduct of this meet. I also acknowledge that by entering this meet, I am granting permission for the names of any or all of my team's swimmers to be published on the internet in the form of Psych Sheet, Meet Results or any other documents associated with the running of this meet. This meet may be covered by the media including photographs, video, webcasting, and other forms of obtaining images of athletes participating in the meet. Entry into the meet is acknowledgement and consent to this fact.

We hereby submit our team's entry sheets and fees for your upcoming meet and verify that the above-named coaches will be in attendance. These coaches are current in all the requirements set forth by USA Swimming including Red Cross STFSC-W or lifeguard training, STFSC-O, first aid. CPR, BGC, APT, concussion training, and CAT.

Signature Date

Title Club

OUTREACH ATHLETE Entry Form -- 2025 MT Swim Short Course State

Legal First Name: _____ **Preferred Name:** _____ **Last Name:** _____

Club: _____ **Gender:** _____ **Date of Birth:** _____

Age on 2/20/25: _____ **Your USA Swimming ID Number:** _____

Parent Phone: _____ **Parent Email address:** _____

Coach: _____ **Coach Email:** _____ **Coach Phone:** _____

Entry Limits: For swimmers ages 9-21: 7 total, no more than 3 per day. For swimmers 8 and under: 6 total, no more than 3 per day. 8 and under must choose to swim as an 8 and under or 10 and under but not both. If swimming as a 10 and under, you must have 9-10 qualifying times to enter. Outreach registration will be verified by MT Swimming. Designate bonus swims with the word 'bonus' following the time.

Must submit proof of time (where and when time was achieved since January 1, 2024, and what course the time was achieved -- yards, long course meters (LCM) or short course meters (SCM) and the time standard (B/BB/A...).

1. **Event:** _____ **Event Number:** _____ **Time:** _____

Course: _____ **Proof of time:** _____

2. **Event:** _____ **Event Number:** _____ **Time:** _____

Course: _____ **Proof of time:** _____

3. **Event:** _____ **Event Number:** _____ **Time:** _____

Course: _____ **Proof of time:** _____

4. **Event:** _____ **Event Number:** _____ **Time:** _____

Course: _____ **Proof of time:** _____

5. **Event:** _____ **Event Number:** _____ **Time:** _____

Course: _____ **Proof of time:** _____

6. **Event:** _____ **Event Number:** _____ **Time:** _____

Course: _____ **Proof of time:** _____

7. **Event:** _____ **Event Number:** _____ **Time:** _____

Course: _____ **Proof of time:** _____

Total Fees:

- \$10.00 per outreach athlete **TOTAL DUE:** \$ _____
- Number of Individual Events this sheet: _____

- **To enter the meet, complete and email entry form AND signed waiver form to:** Susan Huckeby at shuckeby@msn.com by **February 11, 2025.**
- **To pay your outreach athlete entry fees, bring a check to the meet payable to Montana Swimming. Must submit check to timing table personnel before the start of warm-ups.**

Officials Request for Assigned Position

To: Susan Huckeby, Meet Referee

Meet: 2025 Montana Short Course State Championships Dates: Feb 20-23, 2025

Location: Butte, MT

LSC: MT

Email form to: shuckeby@msn.com Phone: 406-491-4698 Return form by **January 15, 2025**

Please consider me for assignments at the above meet:

Name: _____ LSC: _____ USAS Reg # _____

Email: _____ Phone: _____

Mailing Address: _____

I will work the following sessions:

Thursday Timed Finals _____

Friday Prelims _____ 10&U Timed Finals _____ Finals _____

Saturday Prelims _____ 10&U Timed Finals _____ Finals _____

Sunday Prelims _____ 10&U Timed Finals _____ Finals _____

Current Certification and Expiration: Stroke & Turn Judge: _____

Chief Judge: _____

Starter: _____

Deck Referee: _____

Administrative Referee: _____

Admin Official: _____

Shirt Size (If shirts are available): Men's Small, Medium, Large, X Large, 2XL, 3XL: _____

Women's Sizes: Small, Medium, Large, X Large, 2XL: _____

Requested positions:

You must work all prelim/final sessions at the meet for a position of Admin Referee, Deck Referee, Starter or Chief Judge. Preference will be given to officials who can work distance and 10&U sessions. Check positions requested. If more than requested, number each in order of importance beginning with 1 as most important.

Stroke and Turn Judge: _____

Chief Judge: _____

Starter: _____

Deck Referee: _____

Administrative Referee: _____

Administrative Official: _____

Your request: **Yes**, you were selected for the following position(s):

S&T _____ CJ _____ Starter _____ Deck Ref _____ Admin Ref _____ Admin Official _____

Sorry, were not selected. _____

Meet Referee

Date

The **request for evaluation form** is below. Return form to Susan Huckeby by January 20. N2 AO evaluations are also available.

Request for Evaluation

To: Meet Referee,

Qualifying Meet: 2025 MT Swim Short Course Championship ,

Meet Dates: 2/20-23/2025

Meet Location: Butte, Montana ,

LSC: MT

Mail to: Susan Huckleby, 2002 Aberdeen St, Butte, MT

or e-mail: shuckleby@msn.com

or fax: ()

Please consider me for assignments at the above meet so that I may be evaluated as follows:

Name: _____ LSC: _____, USA S Reg # _____

email: _____ Phone: _____

Mailing Address: _____

	Levels	☐ LSC	N2	N3	None	Years•months at Highest Level
		(Choose one for each position)				
Current Certifications: Stroke & Turn Judge:		☐	☐	☐	☐	
Chief Judge:		☐	☐	☐	☐	
Starter:		☐	☐	☐	☐	
Deck Referee:		☐	☐	☐	☐	
Administrative Referee:		☐	☐	☐	☐	

Requested Evaluations: (You must work at least 4 sessions at the meet for an evaluation to be validated.)

For Re-certification at N2 or N3 as - ☐ S&T, ☐ CJ, ☐ Starter, ☐ Ref, ☐ Ad Ref (choose up to 5)

For Advancement towards N2 or N3 - ☐ S&T, ☐ CJ, ☐ Starter, ☐ Ref, ☐ Ad Ref (choose up to 2)

For Final Evaluation as N3 - ☐ CJ*, ☐ Starter*, ☐ Ref*, ☐ Ad Ref* (choose 1, if eligible.)

Recent Evaluations ("Met Standard", or better, in previous 24 months):

1. For Re-certification at N2 or N3 - ☐ S&T, ☐ CJ, ☐ Starter, ☐ Ref, ☐ Ad Ref (choose all applicable)

2. For Advancement towards N2 or N3 - ☐ S&T, ☐ CJ, ☐ Starter, ☐ Ref, ☐ Ad Ref (choose all applicable)

3. For Final Evaluation as N3 - ☐ CJ, ☐ Starter, ☐ Ref, ☐ Ad Ref

Evaluator Names for previous evaluations in 1. and 2. above:

Eval for: _____ Evaluator's Name: _____

Eval for: _____ Evaluator's Name: _____

Eval for: _____ Evaluator's Name: _____

{* Only available if all prerequisites have been met and the meet is approved for Final Evaluations.}

Your Request: ☐ sorry, cannot be accommodated. ☐ Too many requests. Please apply again.
☐ You are not yet eligible. Please work on it.

☐ can be accommodated as follows:

For Re-certification at N2 or N3 as - ☐ S&T, ☐ CJ, ☐ Starter, ☐ Ref, ☐ Ad Ref

For Advancement towards N2 or N3 - ☐ S&T, ☐ CJ, ☐ Starter, ☐ Ref, ☐ Ad Ref

For Final Evaluation as N3 - ☐ CJ*, ☐ Starter*, ☐ Ref*, ☐ Ad Ref*

_____, Meet Referee.

Date:

Send "Confirmation"/"Sorry" to applicant. Send a copy of accepted applications to Evaluators.